10   Local Use CAGE Maintenance

10.1   Local Use CAGE Maintenance Overview

The Local Use CAGE Maintenance screen (Figure 10-1) is available only to Super Users and Admin Users. This screen allows for updating the list of CAGE Codes not in SDW/SICM but used locally. Specifically, authorized users can use this screen to change existing information, add new CAGE Codes for local use and delete local use CAGE Codes that are not needed. This function was added for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Figure 10-1 Local Use CAGE Maintenance Screen

10.1.1 To Add or create New Record

Insert Icon

1. Click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The cursor appears in the **CAGE Code** box for you to begin entering the requested information.

2. Enter the requested information, then save your work. **Note:** If the **CAGE Code** you enter already exists in SDW/SICM, a message will so inform you. You **cannot** enter a **CAGE Code** if it already exists in SDW/SICM.

   If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **Edit: Cancel**.

Cancel Icon

<center>or</center>

   Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

10.1.2 To View or Edit Existing Record

Search Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 10-2) appears.


Figure 10-2 Local Use CAGE Maintenance Search Pop-Up Window

2. Enter the local use **CAGE Code** (2-5 alphanumeric characters) you want to find.

3. Click the **OK** button. If a record exists for the code you entered, the Search window closes and the record associated with the code appears on the Local Use CAGE Maintenance screen.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 10-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.
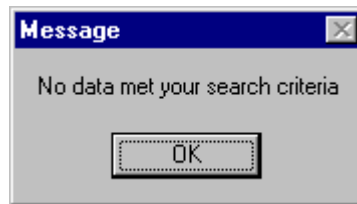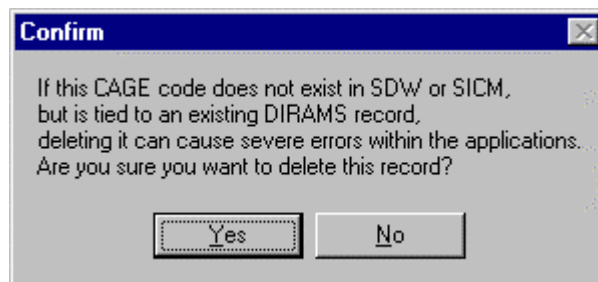

Figure 10-3 No Data Found Pop-Up Message

10.1.3   To Delete an Existing Record

Delete Icon

1. To delete a displayed record, click on the **Delete** icon (tool bar) or select **Edit: Delete** (menu bar). A pop-up message (Figure 10-4) warns you of potential problems with local use **CAGE Code** deletions and asks you to confirm the deletion.

Figure 10-4 Delete Confirmation Window

2. Click **Yes** if you want to delete the selected record, or click **No** if you do not want to delete.

    If you click **Yes**, the system deletes the record, then displays a message (Figure 10-5) informing you that the record was successfully deleted.

Figure 10-5 Delete Successful Pop-Up Messages

10.2   *Local Use CAGE Maintenance Screen 1 of 1*

The purpose of Local Use CAGE Maintenance Screen 1 (Figure 10-6) is to allow the input of records into various Metrics functions for which valid CAGE Codes do not exist in SDW/SICM by allowing for the creation of local use codes. You must have special user authorization to access this screen. When the Local Use CAGE Maintenance screen opens, you can either insert a new record (Section 10.1.1) or search for an existing one to open (Section 10.1.3).

Figure 10-6 Local Use CAGE Maintenance Screen 1 Fields
(Numbers in data boxes refer to section numbers.)

10.2.1   Local Use CAGE Maintenance Screen 1 of 1 Fields

10.2.1.1   *CAGE Code*

Enter the local use code (5 alphanumeric characters) to associate with the address information you enter on the rest of the screen. This is a required field.

Note: If the **CAGE Code** you enter already exists in SDW/SICM, a message will so inform you. You **cannot** enter a **CAGE Code** if it already exists in SDW/SICM.

10.2.1.2   CAGE Name

Enter the name (up to 30 alpha characters) that is associated with the local use **CAGE Code**. This is a required field.

10.2.1.3   Address 1

Enter the first line of the address (up to 30 alpha characters) that is associated with the local use **CAGE Code**. This is a required field.

10.2.1.4   Address 2

Enter the second line of the address (up to 30 alpha characters) that is associated with the local use **CAGE Code**.

10.2.1.5   City

Enter name of the city (up to 20 alphanumeric characters) that is associated with the local use **CAGE Code**. This is a required field.

10.2.1.6   Country

Select (click or highlight) the two-character abbreviation for the country that is associated with the local use **CAGE Code**. This is a required field.

10.2.1.7   State (Prov)

Select (click or highlight) the two-character abbreviation for the country that is associated with the local use **CAGE Code**. If the **Country** (10.2.1.6) is "CA" for Canada, this field is labeled **Prov** for Province; otherwise, it is labeled **State**. This is a required field only if the **Country** is US (**State**) or CA (**Prov**).

10.2.1.8   Zip

Enter the ZIP Code (up to 20 alphanumeric characters) that is associated with the local use **CAGE Code**. This is a required field only if the **Country** (10.2.1.6) is US or CA.